

Applying for a BOA Mobile Food Vendor License

Pursuant to City Ordinance 8-362, you must obtain a license before operating as a Mobile Food Vendor independently of any licensed event in Somerville. Generally, a license is required for any food truck or cart that wishes to operate at one or more locations in the City on a regular schedule. It is also required for ice cream trucks.

TERM:

- The license expires on April 30 and is awarded for no more than one year.

APPLICATION CONDITIONS:

- You must apply online.
- You must have a valid Massachusetts State Hawkers and Peddlers License.
- Your application must be approved by the Inspectional Services Department's Health Division.
- If you are using propane or any other flammables material, your application must be approved by the Fire Prevention Bureau.
- You must prepare a Vending Site Plan for each location you select that is not specifically listed in the application. (Listed locations have pre-approved sites.) (Not applicable for ice cream trucks.)
- The location(s) you select must be approved by the Traffic and Parking Department. (Not applicable for ice cream trucks.)
- If you are operating an ice cream truck, you must be deemed a suitable entity by the Police Department.
- You must have paid all taxes, fees or fines owed to the City of Somerville.
- The license is not transferrable.

FEE:

- \$50.00 nonrefundable application fee.
- \$75.00 public hearing fee, paid after the application is approved.
- \$165.00 annual license fee, paid after the application is approved.

ADDITIONAL DOCUMENTS REQUIRED:

The City requires that you upload the following documents as part of your application. The City will not process your application until these documents are included:

- The Workers' Compensation Insurance Affidavit (download the form when you apply).
- A menu.
- Photographs or detailed plans showing every side of your truck or cart.
- A Vending Site Plan for each "different" location you specify in the application (download the form when you apply).
- If you are vending on private property, attach documentation of your access to the premises.
- A valid Massachusetts State Hawkers and Peddlers License.
- If you are operating an ice cream truck, a CORI Form for each driver (download the form when you apply).
- If you are operating an ice cream truck, two professional letters of reference.

HOW TO APPLY:

Go to <http://www.somervillema.gov/citizenserve>.

- Click on "APPLY FOR A LICENSE."
- Log in, or, if this is your first online application, click on "REGISTER NOW" to create an account.
- At License Type, select "Business License."
- At Sub Type, select "Mobile Food Vendor."
- Enter your Business Name.
- At "Is this application for a new or existing business location?":
 - Select "A new business location" if this is your first application.
 - Then enter your business address, and click on "FIND ADDRESS."
 - If your address is not in Somerville, select "USE THIS ADDRESS."
 - If your address is in Somerville, make sure you enter a valid address.

OR

Select “An additional license for an existing business” if you’ve already been licensed before.

- At “License #” select a license you’ve received before.
- Answer the remaining questions.
- At Contacts, select a contact you’ve already entered, or, if you want the license mailed to a different address, select “Enter a new contact” and enter the mailing name and address.
- Upload the Required Documents, Accept all terms and conditions, Submit the form, and pay the required Fee.

LOCATIONS

Locations include:

- Tufts University: College Ave adjacent to the Tufts Oval and parking lot.
- Davis Square: 394 Highland Ave adjacent to Kenney Park.
- Davis Square: 77-79 Meacham Rd adjacent to 7 Hills Park.
- Davis Square: 101-131 Holland St adjacent to Hodgkins Park.
- Union Square: Somerville Ave adjacent to 60-61 Union Square.
- Union Square: Somerville Ave adjacent to St Anthony’s parking lot.
- Magoun Square: Broadway adjacent to Trum Field.
- City Hall: Highland Ave adjacent to the Concourse.

The City will also consider a separate location that you propose.

LICENSE CONDITIONS:

- This license is required to operate anywhere within Somerville city limits, but it does not by itself give permission to operate in areas not under the City’s control, including private property and certain streets and areas owned by the state. The City may require evidence that the Licensee has permission to operate in these areas at any time.
- The following streets and areas are owned by the state, and may require state approval to operate, in addition to this license:

Alewife Brook Parkway	Foss Park	Mystic River shoreline
Fellsway	Lombardi Way	Mystic Valley Parkway
Fellsway West	McGrath Highway	
- The Licensee shall not operate at, or within 500 feet of, public events legally permitted by the City, unless explicitly requested and authorized by the event organizer and approved by the Inspectional Services Department/Health Division.
- The Licensee shall not operate between the hours of 9:00 PM and 8:00 AM, unless explicitly requested and authorized by this license.
- The Licensee shall operate at the locations and times described and approved in its application.
- The Licensee shall not use styrofoam products.
- The Licensee shall not park adjacent to a bus stop, taxi stand, or loading zone, or handicap ramp, within 30 feet of an intersection, or directly in front of a property entryway. Pedestrian walkways of at least 6 feet must be maintained on the service side of the mobile food vehicle.
- The Licensee shall not park at a designated short-term metered space, occupy more than 2 metered parking spaces, or operate at a hooded metered space or a parking meter that is temporarily out of service.
- Parking at a metered space shall only be allowed at an operational metered space, complying with all posted requirements and fees. Parking at a designated short-term metered space shall not be permitted.
- When any portion of the mobile food vehicle, including any accessories, extends into an adjacent parking space, then that space shall be considered occupied by the mobile food vehicle and the licensee must comply with all posted meter requirements.
- The Licensee shall not reserve a metered parking space by blocking, barricading, hooding, signing, or in any other manner preventing another vehicle from occupying the space.
- The Licensee shall not park in such a manner so as to create a traffic hazard.
- Sales by licensee shall be made on the curbside only and the vehicle shall be parked within 1 foot of the curb.
- The Licensee shall not sell, lend, lease, or in any manner transfer this license.
- The Licensee shall post this License conspicuously in a place visible to all customers.
- The Licensee shall set out a trash and recycling receptacle for the use of the public while at a vending site. Said receptacles, and all papers, containers, garbage or other litter shall be removed by the Licensee. The Licensee shall regularly remove any litter found on adjacent streets, sidewalks and alleys, within 100 feet of the vending site.

QUESTIONS?

- If you have questions, contact the City Clerk at 617-625-6600 x4110 or cityclerk@somervillema.gov